



July 5, 2013

**REQUEST FOR PROPOSAL: HOLIDAY & WINTER LIGHTING
ON THE CHURCH STREET MARKETPLACE**

INTRODUCTION: On behalf of the Church Street Marketplace's merchants, restaurateurs, business owners and residents, you're invited to respond to this Request for Proposal for installation and removal of Holiday and Winter Lights on the Church Street Marketplace, for a three-year period, beginning Fall, 2013 and ending in the Spring, 2016. We believe your participation in our lighting and decorating programs offers your company a unique opportunity to showcase and build awareness for your company's services, exposing you to a number of different audiences. We hope that you will consider building on our mission, and creating an everlasting experience to be remembered by visitors and locals alike.

WHAT TO INCLUDE IN YOUR PROPOSAL:

1. Your cost proposal
2. A list of equipment you will have available to use for these projects
3. Your experience with installation of outdoor lighting
4. Copy of "Certification Of Compliance with the City Of Burlington's Livable Wage Ordinance"

PROPOSALS DUE:

Written proposals are due August 1, 2013 and may be sent via either US Mail, via email to ron.redmond.vt@gmail.com, via fax at 802-865-7252 or delivered in person. The Church Street Marketplace office is located at 2 Church Street, Richardson Place Building, on Church Street's top block (intersection of Church and Pearl Streets.) From Church Street's east side, look for sign on 2 Church Street building: "Richardson Place Office Entrance." Sign located between Top of the Block Sandwich Shop and Downtown Danform Shoes. Walk through double doors. Take stairway or elevator up to second floor. Turn left to reach our offices, located in Suite 2A, right next to elevator.

SELECTION PROCESS:

A committee comprised of Marketplace staff and Church Street Marketplace District Commission will review the proposals and a vendor will be selected, based on three criteria:

- 1) experience of contractor with outdoor lighting. The successful bidder must possess 3 years of experience in the provision of landscaping, or decoration of downtowns and/or services similar in nature and scope of work outlined. The successful bidder must possess all licenses required to operate machinery.
- 2) contractor's equipment
- 3) cost proposal

QUESTIONS:

- Questions about how the Marketplace currently manages the installation of lighting: Jim Daly, Working Foreman, Church Street Marketplace, 802-238-7628 or jdaly@burlingtonvt.gov

- Questions about the Proposal Process: Ron Redmond, Executive Director, Church Street Marketplace, 802-238-5598 or ron.redmond.vt@gmail.com

WORK DESCRIPTION SUMMARY: The successful bidder will be awarded a three-year contract (FY 14 – FY16) for two events:

HOLIDAY LIGHTS.

- Set up begins in mid-October and must be completed and ready by mid November in advance of the Christmas shopping season
- installing garland and lights in each of 4 intersections (Main, College, Bank and Cherry)
- installing lights in each of the 77 trees on the Marketplace
- assisting in securing of the annual Christmas tree from a private home in the greater Burlington area; cutting down the tree and grinding out the tree stump
- decorating the Marketplace Christmas tree with lights
- assistance with removing lights and garland at intersections and trees

WINTER LIGHTS

- set up begins with the taking down of Holiday Lights and must be complete by the first Friday in February.
- installing a canopy of lights in three of the intersections which are full four sided three dimension overheads, light strings should be 1 foot apart
- installing strings of light in a single two dimensional plane at the intersection of Church and Main Streets. The middle intersection at Bank and Church Streets will have light strands

DESCRIPTION OF WORK

HOLIDAY LIGHTS

- **WIRING:** The first thing that needs to be done is the wiring of all four blocks of the Street and the installation of male plugs. 12-gauge coated straight wire is used to power the blocks. Once the Street is powered, the rest of the decorations and music equipment can be set up.
- **DECORATING:** The process of decorating the Streets begins with the garland followed by lights. Garland is provided by the Marketplace and arrives pre-cut and labeled for each intersection and light post. Each of the four intersections (Main, College, Bank and Cherry) are decorated with garland and lights. College, Bank and Cherry Street intersections are full four sided, three-dimensional overheads. Main Street intersection is a single two-dimensional plane across Church Street, where the Marketplace ends at Main Street.
- **DECORATION OF THE INTERSECTIONS**
 - First, the garland is wrapped around the 8 major lines that outlay the overheads, using bare steel wire to secure it (See figure 2).
 - Garland is also wrapped around the pole rising from the center.
 - Garland is NOT wrapped around the support strands.
 - After garland is in place, lights are wrapped around the garland. Each intersection should incorporate 30-35 sets of lights. Each side of the intersection overhead should use approximately 4 sets of lights. Two of the three sets of lights should be used to decorate the center pole. (In the past, each intersection required 1.5 days to complete.)

- The Main Street intersection is decorated by wrapping garland around the top and bottom guide wires and then looping garland between the two. (See figure 3). The loops need to be evenly spaced and precise because the garland is pre-cut accordingly. Once the garland is up, lights are wrapped around garland as before. This intersection should use 25 sets of lights.
 - The process of putting lights in each of the individual trees on the Marketplace begins with wrapping the inside branches. To get to these branches, one should actually climb in to the tree. The outside and higher branches can be reached using the scissor-lift. The sets of lights used must be piggy-backed together and connected to the main wire, which was run up and down the street at the beginning of the project, to outlets on the street (see Figure 4). To complete the decoration of the trees in the past took 2.5 to 3 weeks. *Using a fishing pole with a hook on the end is very helpful tool in the process of putting lights in the trees.
- The process of decorating the trees in the planters in front of city Hall on Church Street requires the same techniques on the street. (In the past, this was accomplished in 3.5 to 4 days, including decorating the tree in front of City Hall.) First, the power outlet is located across the street from City Hall and getting this set up is key to the job running smoothly. All the bushes, shrubs, and trees are wired like those up and down the Marketplace.
- Setting up and decorating the Marketplace Christmas Tree on the Marketplace's top block includes the following: The large Christmas tree is brought to the Street by DeMag Riggers and using a lift is secured with vinyl coated wires. The tree is decorated by using approximately 25 cases of lights, piggy-backing each set, and powering from an outlet located behind the tree.

WINTER LIGHTS

- **WIRING:** Two additional wires at each of the intersections need to be implemented in order to keep the canopies in place. Two more wires need to be placed on the trees as guides to the extension of lights from the Bank and Church Street intersection.
- **DECORATING:** Strands need to be 1 foot apart in order to create a bed of lights.
- **EQUIPMENT RECOMMENDED**
Contractor shall provide labor, cherry picker, equipment, transportation, insurance, and other applicable items needed to decorate Church Street under the direction of Church Street Marketplace foreman
- **REMOVAL**
 - Remove Christmas tree and take down all lights in time for the installation of Winter Lights. In the beginning of April, take down canopy lights and lights from the individual trees. The exact date is variable, dependent on the season. (In the past, this process took approximately 2 weeks). All the lights need to be removed from the trees prior to their budding. All this is to be considered when determining when the process should begin.
 - After the decorations are all taken down, the Street needs to be picked up with all decoration remnants disposed of. The Marketplace should be left clean of debris.

VENDOR REQUIREMENTS:

Interested and qualified bidders who are able to demonstrate their ability to provide the services outlined

in this RFP are invited to submit a proposal showing the following. The successful bidder must possess 3 years of experience in the provision of landscaping, or decoration of downtowns and/or services similar in nature and scope of work outlined. The successful bidder must possess all licenses required to operate machinery.

CONTRACT TERM:

Set up begins in late October for the Holiday lights and then early-mid January for the Winter Lights. The Contract term shall be for three years, Fall 2013-Spring 2016. It will be sealed following approval by the Church Street Marketplace staff and commission

COMPLIANCE WITH CITY ORDINANCES, INCLUDING LIVEABLE WAGE:

A successful proposal to provide goods and services to the City must comply with all City ordinances, in addition to any applicable state or Federal laws. These include, but are not limited to, compliance with the City's Livable Wage, Outsourcing, and Union Deterrence ordinances. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>

LIVABLE WAGE EXPLAINED: The city is committed, through its contracts with vendors and provision of financial assistance, to encourage the private sector to pay its employees a livable wage and contribute to employee health care benefits.

- 1) *Contractor or vendor* is a person or entity that has a contract with the City of Burlington primarily for the furnishing of services (as opposed to the purchasing of goods) where the total amount of the contract or contracts exceeds fifteen thousand dollars (\$15,000.00) for any twelve-month period, including any subcontractors of such contractor or vendor.
- 2) *Covered employer* means the City of Burlington (except that the Burlington School Department shall not be considered a covered employer), a contractor or vendor or a grantee as defined above.
- 3) *Covered employee* means an "employee" as defined below, who is employed by a "covered employer," subject to the following:
 - a) An employee who is employed by a contractor or vendor is a "covered employee" during the period of time he or she expends on furnishing services funded by the city, notwithstanding that the employee may be a seasonal employee;
 - b) An employee who is employed by a grantee who expends at least half of his or her time on activities funded by the city is a "covered employee." Every covered employer shall pay each and every covered employee at least a livable wage as established under this article.
 - c) For a covered employer that provides employer assisted health care, the livable wage shall be at \$13.94 per hour in 2014 July 1, 2013 – June 30, 2014)
 - d) For a covered employer that does not provide employer assisted health care, the livable wage shall be at \$15.83 per hour in FY 2014 (July 1, 2013 – June 30, 2014)

Please complete this document. Include it with your proposal.

**CERTIFICATION OF COMPLIANCE WITH THE CITY OF BURLINGTON'S LIVABLE
WAGE ORDINANCE**

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Livable Wage Ordinance; (2) as a condition of entering into this contract or grant, Contractor confirms that all covered employees, as defined by Burlington's Livable Wage Ordinance, shall be paid a livable wage for the term of the contract as determined and adjusted annually by the City of Burlington's Chief Administrative Officer, (3) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace or other location where covered employees work, and (4) payroll records or other documentation, as deemed necessary by the Chief Administrative Officer, shall be provided within ten (10) business days from receipt of the City's request.

Dated at _____, Vermont this ____ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary